

**Quick Reference Guide - Version 3.0**

Withdrawal of Claim

Step	Action
1	Click on <b>Bankruptcy &gt; Claim Actions</b> .
2	Enter the case number - click <b>Next</b> .
3	Verify case number and debtor name(s) - Select <b>Withdrawal of Claim</b> - Click <b>Next</b> .
4	Click <b>Browse</b> on <b>Select the PDF Document</b> screen to locate and verify the document you wish to attach to this entry. Click Open to attach the correct PDF - click <b>Next</b> .
5	Bypass the <b>Joint Filing with other Attorney(s)</b> screen - click <b>Next</b> .
6	At <b>Select the Party</b> screen highlight the desired party or <b>Add/Create New Party</b> : <ul style="list-style-type: none"> <li>Type creditor's name in Last/Business name field - click <b>Search</b></li> <li>Highlight name from <b>Party Search Results - Select Name from List</b> - update information on <b>Party Information</b> screen - select <b>Role</b> as creditor</li> <li>If no match is found - <b>Create New Party</b></li> <li>Type information in appropriate fields - choose <b>Role</b> as creditor - click <b>Submit</b></li> <li>At <b>Select the Party</b> screen the creditor should be highlighted - click <b>Next</b>.</li> </ul>
7	At attorney/party association screen, check box for correct association - click <b>Next</b> .
8	Click <b>Browse</b> on <b>Select the PDF Document</b> screen to locate and verify the document you wish to attach to this entry. Click Open to attach the correct PDF - click <b>Next</b> .
9	<b>Enter Claim Number(s)</b> - Click <b>Next</b> .
10	The <b>Claim Status</b> screen appears - Select Withdrawn Status - Click <b>Next</b> .
11	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.